



**SETTING UP AN
APPOINTMENT**

FULL PACKAGE ACUPUNCTURE SESSION

We are committed to providing quality and personalized services to each of our valued clients.

A full session includes the following:



1. Objective and Subjective Assessment
Assessment Form
Physical Assessment

2. Personalized Health Teaching
Health Modification Guide

3. Acupuncture (20-40 minutes)
Can address up to 5 - 8 health problems

4. Therapeutic Massage
To relax the body, release tensions and
blockages and promote better circulation

(Approximately 40 min. to 1 and 15 min.)

BY APPOINTMENT ONLY

Business Hours:

Tuesday to Saturday:

Morning: 8:30 - 9:30
 9:30 - 10:30
 10:30 - 11:30

Lunch Break: 11:30 - 1:30

Afternoon: 1:30 - 2:30
 2:30 - 3:30
 3:30 - 4:30
 4:30 - 5:30

Sunday and Monday: Closed



HOW TO SET UP AN APPOINTMENT



1. Text or Call: (915) 351-9444 or personally visit the clinic within business hours.

2. The receptionist will conduct a short assessment and will categorize your case if a “Full Session” or a “Quick Fix” is needed. This included Ear Pellet Appointments.

3. Appointment options will be provided and the appointment reservation fee (\$25) is required before confirming the desired slot.

4. Once confirmed, you will receive a printed or digital Appointment Reminder.

APPOINTMENT RESERVATION FEE



As an “appointment only” establishment, we reserve time to serve our clients and patients at specific times and on specific days.

Many people ask for the same appointment times. This results us to place them on the waitlist.

Please be aware that someone wants to be seen for the same service and is waiting for the opportunity.

The Reservation Fee is Non-Refundable but can be Transferrable as long as proper rescheduling protocol is observed.
(Refer to Appointment Cancellation Policy)

If the reservation fee was paid in advance, it will be deducted from the total balance upon check out after the treatment.

APPOINTMENT RESERVATION FEE - \$25

To secure the slot you wanted, here are the payment options:

Cash

Personal Check

Zelle

Edward Saloma
(915) 351-9444

Apple Pay

(915) 373-5323



@OrientalAcupuncture



CashApp

\$OrientalAcupuncture



All Major and Minor Credit and Debit Cards
+ 3.5% Processing Fee



FOR NEW CLIENTS / IF ASKED TO UPDATE RECORDS

1. Visit our website,
www.OrientalAcupunctureElPaso.com
2. Print the Assessment Forms (5pages)
3. Fill out completely and accurately.
4. There are 8 spaces provided under the Subjective Information (Main Problems) category. The acupuncturist can address 5 to 8 health issues as long as the acupuncture points are accessible. Please indicate the date of onset (the first appearance of the signs or symptoms of that particular problem or for how long have you been suffering)
5. On the space provided, please Describe/Specify what consists of your average meals. The acupuncturist needs to know how and what you nourish your body.
6. If unable to print, come 10 minutes earlier on the day of your appointment.
7. Forms can be picked up in advance from the clinic within business hours.
8. For those with appointments at 8:30am (Opening) and 1:30pm (after Lunch Break), please complete your Assessment Forms in advance. Just come on time or wait patiently at the parking area until called.



GENERAL REMINDERS



1. By Appointment only.

2. An Appointment Reservation Fee of \$25 is required

3. It is non-refundable but may be transferrable if proper cancellation protocol is followed.

If paid in advance, it will be deducted from the remaining balance upon check out.

3. Come at least 5-10 minutes earlier. To avoid crowding inside the clinic and follow the social distancing protocol, you may wait patiently at the parking area until called.

4. Eat a well-balanced solid meal at least 1 hour before your session.

The needles move and re-channel our body's internal energy.

Without enough energy to move, the body may weaken or collapse. If the patient faints, the procedure will not be continued but it will still be charged as a full session.

5. Wear a comfortable and loose clothing for easy access of the needles and massage. You may also bring your own short or loose pants..

6. To cancel or reschedule, text or call at least 48 hours earlier.

For those with Tuesday appointments, please inform us 3 days earlier (Saturday), at least before 2PM to give way to other clients on the waitlist.

Refer to Appointment Cancellation Policy.